

# Digital Student ID Card Reissue

Step 1: Go to Ming Chuan Homepage (web.mcu.edu.tw)

Step 2: Change language to "English"



Step 3: Select "E-Request and E-form"



Step 4: Key in your "Username" and "Password"



Step 5: Click on “Work” “e-Form”

Step 6: Choose Form ID “1932 Digital Student ID Card Reissue and Name Change Application Form”

電子公文與表單系統  
E-Requests and E-Form System

English (United States)

MCU Home e-Form

Submit Form(TOP 10)

This page displays a list of forms (TOP 10) that have been targeted to the user based on their role as a Student, staff, or Teacher.

Form ID	Form Name	Created By
1683	Reset "ms1.mcu.edu.tw" password05 23 2016 1:48PM05 23 2016 2:06PM	Information and Network Division
1932	Digital Student ID Card Reissue and Name Change Application Form	Taoyuan Campus Administration Division
1912	Student's National ID Change Application Form	Taoyuan Campus Administration Division
1749	Reset "me.mcu.edu.tw" password05 23 2016 1:29PM08 9 2016 9:06AM	Information and Network Division
1628	Taoyuan Campus Maintenance Work Request Form	Taoyuan Campus Administration Division
2087	(Taipei Campus) Student Dormitory Repair Application Form	General Affairs Division
2054	Answer Card Score Review for PE Courses	Taoyuan Campus Administration Division
1792	Undergraduate Program Academic Minor Application Form	Taoyuan Campus Administration Division
1457	Undergraduate Student Course Enrollment in the Five-year Combined Program Application Form	Academic Affairs Division
1963	Student Document Application	Taoyuan Campus Administration Division

Enter E-Forms System More Forms Show All Department Lc

Step 7: Complete the form (If you lost the student ID card, click on “Lost”; If the student ID card is damage, click on “Damage” and return the damaged student ID card.) Lastly click on “Submit”.

Work e-Form

Site Builder Student System E-mail (me) 貴席服務專區

Digital Student ID Card Reissue and Name Change Application Form

1. The fee of reissue or replace digital student ID card is NT 200, name change on the original card is NT 100.  
2. Take reapplying payment receipt to the Taipei Registrar Section or the Taoyuan Academic Affairs Section.  
3. For damaged or other reapplying reasons, please bring the original student ID card and the reapplying payment receipt to the Taipei Registrar Section or Taoyuan Academic Affairs Section.  
4. Please fill out the Reporting Lost iPass from the Student Information System.  
5. The information collected on this form is only used in the range and region required for the purposes of holding academic affairs data management and university affairs analysis; the period of keeping the information on file is based upon the activity. You will have rights in accordance with Item 5, Article 3 of Personal Information Protection Act. Please refer to MCU Guidelines for Personal Information Protection Management and MCU Personal Information Management System at URL: <http://pims.mcu.edu.tw> for further understanding of MCU personal information management policy, regulations and contact information.

Submitted On 2021-05-14 03:31 PM

ID Number and Name

Dept/Class Info.

Reason for Application

Lost  
 Damage  
 Name Change  
 Department Change

Contact Phone

Email Address

Submit Cancel

Step 8: Click on “Student System”

電子公文與表單系統  
E-Requests and E-Form System

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Enter E-Forms System More Forms Show All Department Lc

## Step 9. Click on "Reporting Lost iPass"

Hello classmates,  
Welcome to student information system  
→ log off

銘傳大學 學生資訊系統  
Welcome to MCU Student Information System

Registration Graduation Course Selection Course Info Attendance Info Student Affairs Info Grade Query Fees Query Apply

課程列表 Course List

快速連結 Quick Link

Teaching excellence program news Announce Bulletin matters

Ming Chuan University 2019-20 Summer Session

2019-20 Summer Session I\_New Classes Added

2020-21 Fall Semester Course Selection Notice

Adjustment for 2019-20 Academic Year 2nd Semester Midterm, Final, and Graduation Comprehensive Examinations Notice

Please double check the courses that you selected online prior the deadline for the Cloud Course Selection.  
2017.05.05 2017-18 Fall Semester Course Selection Notice

Course Load Minimum and Maximum: Freshmen, Sophomores, Juniors: 12 credit hrs/semester minimum, 25 maximum; Seniors: 9 credit hrs/semester minimum, 25 maximum, and for graduate students at least one course.

⊗ Student may not choose courses with time conflicts. Upon discovery, all conflicting selections will be deleted.  
⊗ Students who aren't graduating may not choose courses for graduating seniors.

Cross-department courses and course retakes with another class section are not available for Initial Course Selection, but must be selected during Add/Drop period.

After completing initial selection of courses, students must confirm the selections and print out the initial course selection record.

Please protect your password to prevent tampering with your course

個人常用資料 My Info

- Change your password / e-mail
- 9. Reporting Lost iPass
- Course Schedule
- Online Course Selection Priority
- Exam Schedule/ Location Query and Final Make-up Exam Application
- Absent and Final Make-up Exam Schedule Query
- Ment / Demerit Information Query
- Student's e-Portfolio
- Competence Inventory
- UCAN
- Teaching Assistant Questionnaire
- MCU LineBot Setting (Test)

注意事項 Notice

## Step 10: Read through the Policy and Disclaimer and click on "Confirm".



線上掛失 Report Loss

### Policy and disclaimer

#### Privacy policy

##### Foreword

This privacy policy applies to all products and services provided by the company (referred to as services) and the company's Web site. The objective of this policy is to help you understand how the company collects, processes and protect the personal information you provide. Please be sure to read the following information carefully:

##### The scope of

The following privacy policy applies to the collection, use and protection of your personal information when you purchase the products or use the services the company provides, or visit the company's Web site ([www.i-pass.com.tw](http://www.i-pass.com.tw)). However, this policy does not apply to the links to other Websites, where the

本人同意掛失之現金卡/電子票證，其金額將由本人之現金卡/電子票證帳戶扣除，若現金卡餘額不足，則同意不需退費。

- 本人已詳閱並同意前揭聲明及「一卡通定型化契約」內容，茲確認如后。

#### 個資告知事項

一卡通票證股份有限公司(以下稱本公司)依據個人資料保護法第八條第一項規定，向 台端告知下列事項，請台端詳閱：

- 一、蒐集之目的：  
0五九：金融服務業依法令規定及金融監理需要，所為之蒐集處理及利用。0六〇：金融爭議處理。0六三：非公務機關依法定義務所進行個人資料之蒐集處理及利用。0六七：信用卡、現金卡、轉帳卡或電子票證業務。0六九：契約、類似契約或其他法律關係事務。0九〇：消費者、客戶管理與服務。一八一：其他經營合於營業登記項目或組織章程所訂之業務。一卡通優惠訊息通知。
- 二、蒐集之個人資料類別：
- 姓名、身分證統一編號、住址、住家電話號碼、行動電話、出生年月日、相片、電子郵件地址及其他台端與本公司相關業務申請書及契約書填載內容，並以本公司與台端往來之相關業務或服務及自台端或第三人（例如：合作發行機構）所實際蒐集之個人資料為準。

同意 Agree  不同意 Disagree

10. 確認 Confirm

Step 11: Fill out Report Loss Form (If there is money in your student ID card, select “A Refund”; if not, select “D No refund” for the Refund Method.) Then, click on “Submit” twice.



線上掛失 Report Loss

11.

- 個資提供 Personal Info :  同意 Agree
- 申請原因 Reason for application: A 掛失暨補發 (Report loss and apply for car
- 記名種類 Card Type : E 數位學生證
- 學校 School : 銘傳大學
- 學號 Student Id no : [Redacted]
- 姓名 Name : [Redacted]
- 生日 Birthday : YYYY-MM-DD [Redacted]
- 身分證字號 Id Number : [Redacted]
- 手機 Cell phone number : 09XXXXXXXX
- 市話 Phone number : 0123456789
- 備註 Remarks : [Redacted]
- 退費方式 Refund Method : A 退費至銀行帳戶 (Refund to your Remittan
- Ps : 如退費至銀行帳戶：需提供銀行帳戶資料 (Refund needs to provide details account information)
- 受款人戶名 Beneficiary account Name : [Redacted]
- 銀行帳號 Bank account number : [Redacted]
- 銀行代碼 Bank code : [Redacted]
- 銀行名稱 Bank name : [Redacted]
- 分行代碼 Branch code : [Redacted]
- 分行名稱 Branch name : [Redacted]
- 退費人連絡電話 Contact phone number : 0123456789

銘傳大學

Step 12: Pay 200 NTD at the Automatic Document Application Payment Machine located in Room E101 in Taipei Campus (For Taoyuan Campus is at Academic Affairs Section.) (Click on “Student”.) Bring the receipt to the Registrar Section/ Academic Affairs Section.



Step 13: Pick up your student ID card from the Registrar Section (Taoyuan Academic Affairs Section) on the assigned date